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ABSTRACT

These 14 learning activity packets (LAPs) are self-paced study lessons that allow students to proceed along a course of study for WordPerfect 4.2 word processing at their own pace. Lessons are presented in a "read and do" format. A review concludes each lesson. The lessons cover getting started; underline, bold, centering, auto indent, reveal codes, and printing; cursor movement keys and text deletion features; margins, tabs, spacing, and print styles; hyphenation; move and block; headers and footers; widows/orphans, page breaks, and centering vertically; spell check; search and thesaurus; macros; standardized paragraphs; basic merge; and review. (YLB)

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LEARNING ACTIVITY PACKETS

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BUSINESS AND OFFICE DIVISION
LEARNING ACTIVITY PACKETS

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The following LAPS are an introduction to the basic features of WordPerfect 4.2 word processing software. After completing the LAPS, you should feel comfortable enough with the functions to use the WordPerfect Manual for learning additional features.

LAP NUMBER	CONTENTS
LAP 1	Getting Started
LAP 2	Underline Bold Centering Auto Indent Reveal Codes Printing
LAP 3	Cursor Movement Keys Text Deletion Features
LAP 4	Margins Tabs Spacing Print Styles
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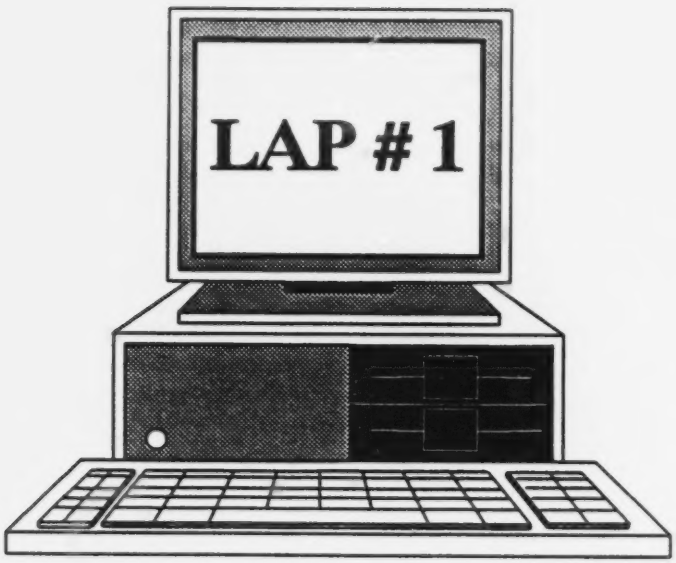
LAP 10	Search Thesaurus
LAP 11	Macros
LAP 12	Standardized Paragraphs
LAP 13	Basic Merge
LAP 14	Review
REFERENCE/RESOURCE SECTION	


LAP # 1

Directions: **Be sure to read the explanation given in the READ section and then complete the DO steps in order. Check off each DO step after completing it.**

REMEMBER: READ when it says READ PERFORM the function when the LAP says DO.

If you are using a hard disk system make sure C:\> is on your screen.

At C:\>

Type: WP then Return (ENTER)

You will be at a blank typing screen (or page).
Look at the lower right corner of the screen

Doc 1 Pg 1 Ln 1 Pos 10

Doc 1 - document 1

Pg 1 - 1st page of the document

Ln 1 - 1st line of your document
*Note: The system allows for a one-inch top margin; therefore, in comparison to a sheet of typing paper you are on line seven (7).

Pos 10 - You are 10 spaces from the left edge of the typing paper.
*Note: This is also built into the program. All of the system (program) defaults can be changed.

READ As with most Word Processing packages, WordPerfect has tab stops every 5 spaces in the system defaults and a word wrap around feature. You must return at the end of short lines (i.e. address block, salutation) and at the end of paragraphs (i.e. return twice if single-spacing; once if double-spacing.

READ *NOTE: Whenever you are instructed to press a function key, look at the key and at the prompt line on your screen.

DO Press the LIST FILES Key <F5>.

READ Look at the prompt line on the bottom of your screen. The name of the default directory is at the left of the screen. At the right of the screen the prompt line says: Type = to change default directory.

DO Press the = key
Type: A:

READ Look at the screen. The left of the screen shows the change to the a: drive.

DO Press Enter

READ You are where the documents you create will be stored. We will return to this screen later.

DO Press the zero (0) key.

READ The first document we will create is a short letter. Follow the directions below.

DO Press the DATE Key <Shift> + <F5>

Press the 1 key

*NOTE: If you did not enter the new date when the PC was "booted" or if the PC does not have an internal clock, "January 1, 1980" will appear as the date.

READ As with all other word processing programs, you must return after short lines and at the end of paragraphs. The word wrap around feature only works in the middle of paragraphs.

We are going to type the letter on the next page.

DO Return 5 times

Mr. Rusty Benson
Athletic Director
Ponca City High School
513 East Grand
Ponca City, OK 74602 (return twice)

Dear Mr. Benson: (return twice)

Thank you for your letter of February 12. Enclosed is a copy of our latest catalog. Our catalogs are printed annually, and the prices will remain the same through July 1.

The catalog is divided into three sections--sports equipment, sports clothes and shoes, and the index. One of our representatives will call you for an appointment to discuss our products.

If we can be of further help, please call our toll-free number--1-800-555-1316.

Sincerely,

VALLEY SPORTS CENTER (Use the CAPS LOCK key) return 4 times

Marvin Gant
Senior Vice President

xxx
Enclosure (return)

DO Press the EXIT Key <F7>

READ Look at the prompt line: Save Document? (Y/N)

DO Press Return or the Y key for yes.
Document Name: Benson.ltr **(Don't return yet)**

*NOTE: When naming a document you do not have to tell the system where to store the document. We changed to the a:> drive before we started typing.

DO Press Enter

READ When you press return after pressing the EXIT key, the screen will quickly show A:\Benson.ltr then the prompt line will say:

Exit WP (Y/N) N (Cancel to return to doc)

N - No, you don't want to leave the word processing program.

Y - Yes, you do want to leave the program.

Cancel (F1) - You want to return to the document.

DO Press N or Press Enter

READ You are at a blank screen.

DO Press the LIST FILES Key <F5>

Press return

READ You can see that the letter we just created is stored on the diskette in drive A.

```
**********************************************************************
*                                                                    *
* *NOTE:  If you are out of time, Press 0 then F7 (EXIT key)         *
*         N - do not save                                            *
*         Y - exit WP software                                       *
*                                                                    *
*         You are back to the C:\> prompt                            *
*                                                                    *
DO       *         Type:  Park    (Return)                           *
*                                                                    *
*         When prompted, turn the system off.                        *
*                                                                    *
*         You must follow these steps to end each day's session      *
*                                                                    *
**********************************************************************
```

REVIEW - TO START EACH DAY

- Turn on the system, including the printer.
- At the C:\> prompt, type WP and press enter.
- Press the LIST FILES key <F5>.
- Type the = key then a: (remember we are storing to a diskette in drive a:.
- Press ENTER to look at the files listed on the disk in drive a:.
- If you are going to create a new document, press the ZERO key to go to a clean screen (typing page).
- If you want to revise a previously typed document, cursor to the name of the document you want to retrieve and press the 1 key. Your document will appear on the screen.

REVIEW - TO END EACH DAY

- Press the EXIT Key <F7> and save the document.
- The system will ask if you want to EXIT WP?
- Choose Y for yes to exit the software.
- At the C:\> prompt, type PARK.
- When the screen says to turn the system off, turn off the system and the printer.

***NEVER TURN THE SYSTEM OFF WHILE YOU ARE IN A SOFTWARE PACKAGE!!!**

REVIEW - WordPerfect 4.2 LAP 1

1. Q - With the computer turned on and the screen displaying C:\>, how do you activate WordPerfect?

   A - Type WP and press ENTER

2. Q - What is the word wrap around feature?

   A - The system automatically returns when the cursor reaches the right margin setting: however, hov must return at the end of short lines and at the end of paragraphs.

3. Q - What is the status line?

   A - The status line is the lower right corner of the screen:

   Doc 1 Pg 1 Ln 1 Pos 10.

   These settings depend on the position of the cursor.

4. Q - How do you tell WordPerfect to save/store all documents to the a: drive?

   A - To change the setting of the document storing drive, press the LIST FILES Key, press the = key, type a:, and press ENTER.

5. Q - How do you save/store a document?

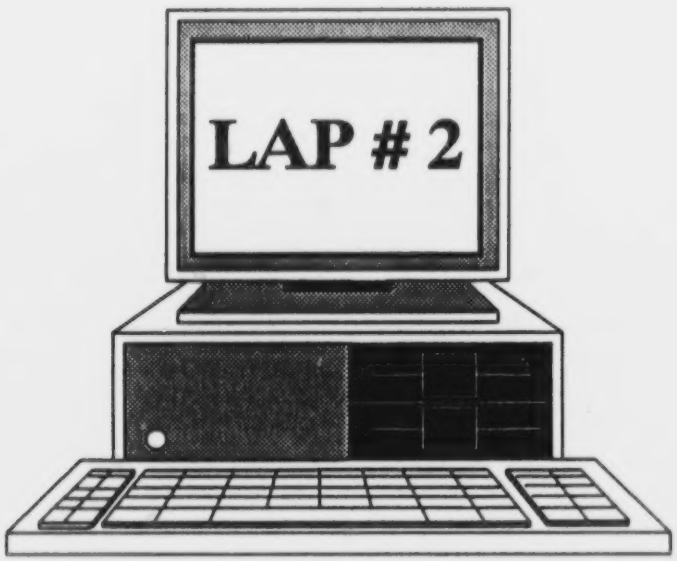
   A - To save/store a document, press the EXIT Key and follow the prompts:

   Y (Yes) - store the document

   document name - use up to 8 characters plus and extension

   Exit WP (Y/N) - Y (Yes) exit the word processing software; N (No) exit the document and remain in the software

   CANCEL (F1) - cancel the exit command and return to the document.


LAP # 2

This LAP will cover the following features:

- Underline
- Bold Print
- Center
- Auto Indent
- Reveal Codes
- Printing

TEXT ENTRY FEATURES

READ **UNDERLINE**

Press <F8> the UNDERLINE Key to underline. If you are working on a color monitor, the underlined material will be displayed in a contrasting color--not underlined. The position number in the lower right corner of the monitor will also be the same contrasting color when the underline feature is activated. When you are finished with underlining, press <F8> again to turn the feature off.

BOLD

Press <F6> the BOLD Key to make text appear in bold print. The bold feature will appear in another color on a color monitor. Press <F6> again to turn the bold feature off.

To perform underline and bold features, press the underline key then the bold key and type the material to be underscored and in bold then press the bold key and underline key (F8 and F6) to turn the features off. The material will appear in another color when bold and underline are both activated.

Type the following sentence with the word time underlined, **good** in bold print, and country underlined and in bold print.

DO Now is the time for all **good** men to come to the aid of their country.

Type:

We will be happy to assist you in any way we can, Mr. Smith.

His team was very excited to hear the good news.

(Return 3 times)

READ **CENTERING**

You can automatically center a line of text between margins. Normally you will give the center command before you key the material to be centered. The <Shift> + <F6> combination is used for centering. When the <Shift> + <F6> combination is used, the cursor moves to the center of the line and all text is centered horizontally on the line. Press the Return <Enter> key will end the centering feature. To center a line that has already been keyed, align the cursor with the first letter in the line that you want centered and press <Shift> + <F6>. The line must end with <Enter> to be centered in this manner. (To view the centering with this feature, you may need to move the cursor to the end of the line and press <Enter> or <Down Arrow>.

INDENT

WordPerfect 4.2 has features to set up a temporary left margin or temporary left and right margins. The <F4> >Indent Key allows a temporary left margin. When <F4> is pressed, the system seeks the first tab setting. As with most word processing packages, WordPerfect 4.2 has tabs set every five spaces. We will learn how to change these later. The system will recognize this left margin until the <Enter> key is pressed. The <Shift> + <F4> >Indent< Key allows for temporary left and right margins. Likewise, the system will utilize these settings until the <Enter> key is pressed.

DO Use the center feature to center WORD PROCESSING.

WORD PROCESSING

(Return 3 times)

READ NOTE: The CAPS LOCK key uses the toggle switch feature--press the key and all letters will be in capitals; press the key again and the letters return to lower case. Some keyboards have a light for the CAPS LOCK key. WordPerfect 4.2 changes the Pos in the lower right corner to POS when the CAPS LOCK feature is activated.

DO Press the >INDENT Key <F4> and type the following paragraph.

> The main value of word processing equipment is that it makes correcting and retyping very easy. Surveys show that more than half of the papers typed by a good typist will be retyped for some reason. Any machine that can speed up this process is, of course, extremely helpful in the office.

DO Press the >INDENT< Key <Shift> + <F4> and type the following paragraph.

> Modern automated equipment can increase enormously the output of any office worker, but one must realize that there can't be an increase if there is not plenty of work to do. You need the equipment to get more work done, not to make it pretty. The automated equipment is cost-effective only when used by those **who cannot otherwise get their work done**.

Position the cursor on the first character of the first sentence on your screen.

Press the REVEAL CODES Key <ALT> + <F3>.

Move the cursor to first underscored word (time). Notice the difference in the beginning underline code and the ending underline code. Move the cursor to the word **good** and look at the beginning bold code and the ending bold code.

The REVEAL CODES feature allows you to move around in the text with the cursor key. It also allows you to use the backspace key to erase and the DEL key to erase; however, if any other key is pressed the REVEAL CODES feature will be removed from the screen.

Move the cursor down to the first paragraph on your screen. Notice the code for the left margin indention. Now move the cursor down to the second paragraph and look at the code for the left and right margin indentions.

PRINTING

We will print one copy of this page. **DO** the following:

1. Press the PRINT Key <Shift> + <F7>. Look at the prompt line.
2. Since this document is only one page long, we can tell the system to print this page or the full document.
3. Choose the item to print this page (#2). Make sure your printer is turned on and on-line. Printing will start immediately.

STORING THE DOCUMENT

After you have made your printing selection, you can store the document. **You do <u>not</u> need to wait on the printer to perform another function. DO** the following:

1. Press the EXIT key (F7). Look at the prompt line. The system asks you if you want to save this document.
2. Press Y (yes). The system will then ask for the name you would like to give this document.
3. We will name this document wplap.2 The system will store the document to the a: drive.
4. Now the system wants to know if you want to leave this software. <u>If</u> you are out of time, press Y (yes).
5. Return to the C:\> prompt and PARK the hard disk.

READ **TEMPLATE AND FUNCTION KEY FEATURES**

A color coded template is provided with the WordPerfect 4.2 owner's manual. However, if yours is misplaced you can use the help key to view the template on the monitor. If you are in a document, press the HELP Key <F3> <u>twice</u> to display the template on your screen. If you are at a blank screen, press the HELP Key once to

display the template on your screen. Press the spacebar to return to your document.

READ WordPerfect 4.2 has two options for retrieving a document.

1. The RETRIEVE Key <Shift> + <F10> will allow you to retrieve a document if you remember the document name. After pressing the RETRIEVE Key, the prompt line will ask you for the name of the document to be retrieved. Make sure you type the name exactly as you typed it when the document was stored.

2. By pressing the LIST FILES Key <F5>, you can look at all of the documents stored on your disk. At the bottom of the screen are some options available from the LIST FILES feature. Item number one (1) allows you to retrieve a document. First you must cursor to the document name. The name of the document will be highlighted.

   The fastest way to highlight the document name is to start typing the name, and the system will start searching for the name. You may not need to type the entire name of your document. The system will start the search immediately and continue with each character.

DO Retrieve LAP 1 (a:benson.ltr) and print one copy. Turn in the items you printed in this LAP with your name and LAP 1 / 2 on the page.

After printing the document, exit and do not save (N).

REVIEW - WordPerfect 4.2 LAP 2

1. Q - How do the UNDERLINE Key and BOLD Key work?

   A - These keys function like toggle switches; press the key(s) to turn the feature on, enter the text to be underlined, bold, or both, then press the key(s) again to turn the feature off.

2. Q - How does the CENTER Key work?

   A - With the cursor at the left margin, press the CENTER Key. The cursor moves to the center of the line. Type the text. The text is adjusted while you type.

3. Q - How do the INDENT features work?

   A - >INDENT sets up a temporary left margin at the first tab stop.

   >INDENT< sets up temporary left and right margins.

   The temporary margins are in effect until the return/ENTER key is pressed.

4. Q - What is the REVEAL CODES feature?

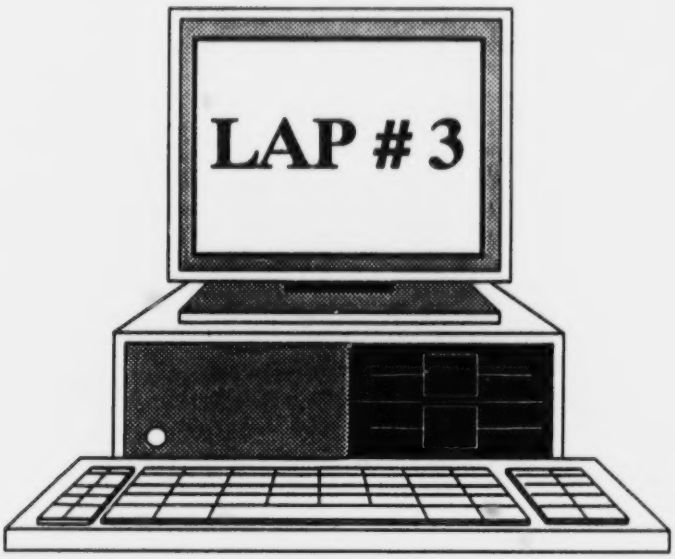
   A - The REVEAL CODES feature lets you see where WordPerfect has entered hidden codes. The hidden codes are messages to the system to perform a function.

5. Q - When can you print your document?

   A - There are two options to print a document.

   1. After typing the document, press the PRINT Key and answer the prompt line by entering your choice--full text, page, etc.

   2. Exit the document and save to the correct storage drive. Press the LIST FILES Key and use the print feature listed on the prompt line.


LAP # 3

This LAP will cover the following features:

- Cursor Movement Keys
- Text Deletion Features

WordPerfect has several features to aid you in editing your text while you type or after you have typed.

CURSOR MOVEMENT

The cursor movement keys allow you to move around the document without adding or deleting text. The following table provides a quick reference to the various cursor movement functions.

PRESS THIS KEY	TO GET THIS MOVEMENT
↑	Move up one line
↓	Move down one line
→	Move right one character
←	Move left one character
CTRL+ →	Move to the beginning of the next word
CTRL+ ←	Move to the beginning of the previous word
- (on 10-Key Pad)	Move to the top of the screen; continue pressing to move to the top of each previous screen

PRESS THIS KEY	TO GET THIS MOVEMENT
+ (on 10-Key Pad)	Move to the bottom of the screen; continue pressing to move to the bottom of each of the following screens
HOME, ↑	Same as - (screen up)
HOME ↓	Same as + (screen down)
HOME, →	Move to the end of the line
HOME, ←	Move to the beginning of the line
PG DN	Move to the beginning of the next page
PG UP	Move to the beginning of the previous page
END	Move to the end of the line
HOME,HOME, ↑	Move to the beginning of the document
HOME,HOME, ↓	Move to the end of the document

PRESS THIS KEY	TO GET THIS MOVEMENT
CTRL+HOME	The "Go To . . ." Enter a number to go to that page or other character to go to the next occurrence of that character (you can also use ENTER or the SPACEBAR to go to the next hard return or space)
ESC	This key is usually used to cancel a command, but is also used as a counter. When in a document, pressing ESC will result in "n = 8" If you press the ↓, the cursor will go down 8 lines; if you press →, the cursor will go to the right 8 characters. You can change the number 8 by pressing the desired number (i.e. 15 will then move the cursor down 15 lines)

DELETE FEATURES

You have probably already noticed that the backspace key will delete or erase characters to the left of the cursor. The Ins. key (located on the zero key on the 10-key pad) will also delete or erase characters. The Ins. key operates like a toggle switch. In the default setting, the characters are entered into the document to the left of the cursor. By pressing the Ins. key and typing, the characters you type will replace those on the screen. When the Ins. key is depressed and the typeover feature is activated, the word "typeover" appears on the left side of the prompt line.

Another delete key is the Del. key (located on the period on the 10-key pad). When pressed this key will delete or erase characters to the right of the cursor. It also erases the character located at the cursor position. The following table provides a quick reference to the various delete features.

PRESS THIS KEY	TO GET THIS DELETION
Backspace	Deletes text to the left of cursor.
DEL	Deletes text at the cursor and to the right of the cursor.
CTRL+Backspace	Deletes the word at the cursor position. Continue to use this keystroke combination to delete words to the right of the cursor.
HOME,Backspace	Deletes from the cursor to the beginning of the current word. Continue to use this keystroke combination to delete words to the left of the cursor.

PRESS THIS KEY	TO GET THIS DELETION
HOME,DEL	(same feature as CTRL+Backspace)
CTRL+END	Deletes text from the cursor to the end of the line.
CTRL+PGDN	Deletes text from the cursor to the end of the page. The systems asks if you are sure (Y\N).

DO Retrieve LAP 2 (wplap.2). Remember, you have two options available for retrieving a document.

With this document (LAP 2) on your screen, practice using the cursor movement features and the delete features. Remember anything you change does not have to be stored.

When you are finished using the features discussed in LAP 3, press the exit key. When prompted to store the document, choose NO.

REVIEW - WordPerfect 4.2 LAP 3

1. Q - Where are the cursor movement keys located on the computer keyboard?

   A - The cursor movement keys are on the 10-Key pad.

2. Q - How do the cursor movement keys work?

   A - The cursor movement keys allow you to move the cursor around in the document without adding or deleting text.

3. Q - The default setting for WordPerfect is the insert mode. Meaning, that when a letter, number, symbol, etc. is tapped, it will appear on the screen. How do you change from the insert mode to the typeover mode?

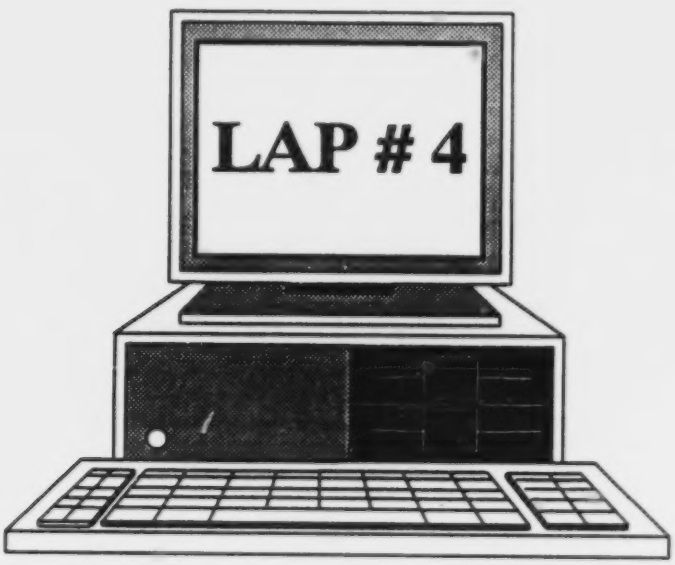
   A - To enter text and delete text at the same time, use the typeover mode by pressing the Ins Key located on the 10-Key pad.

4. Q - The backspace key and the Del Key both erase or text. How are they different.

   A - The backspace key deletes text to the left of the cursor. The Del key deletes text to the right of the cursor.

5. Q - When you retrieve/recall a document, do you have to save/store the document when you exit the document?

   A - No. However, if you choose No at the prompt line in response to save document, any changes made to the document will be erased.


LAP # 4

This LAP will cover the following features:

- Margins
- Tabs
- Spacing
- Print Styles

DO Load the WordPerfect Program if you are starting at C:\> prompt (remember type WP and ENTER).

READ Make sure you are storing your files at a:>

If you are continuing from another LAP, you will not need to do this. However, if you have Pressed <F5> and you do not want to look at the documents stored on your diskette Press <F1> CANCEL Key to go to a blank page (screen).

As stated in LAP 1, WordPerfect has preset document defaults--left margin, right margin, top margin, bottom margin, line spacing, tab sets, etc. All of these system defaults can be changed as often as needed. The function keys on the keyboard are used to make these changes. Some of the changes will be made with the LINE Key <Shift> + <F8>, the PAGE Key <Alt> + <F8>, or the PRINT Key <Control> + <F8>. Notice the word FORMAT is written beside these functions on the template.

MARGINS

The default settings for the left and right margins are 10 and 74 which leaves one-inch side margins in PICA pitch, also a default setting. The left and right margins can be set any where from 0 to 250. When the left or right margin is changed, the change takes place from the cursor forward--to the end of the document or until another margin change is made. Use the LINE Key <Shift> + <F8> to change the left or right margin.

When the LINE Key is pressed the prompt line will ask you to choose which line setting is to be changed. The prompt line will indicate the following:

1 2 tabs; 3 margins; 4 spacing; 5 hyphenation; 6 align char: 0

You will choose margins by pressing the number three (3) from the top row number keys. **DO NOT** use the 10-Key pad

when making selections from the prompt line. When you press the number 3, WordPerfect 4.2 will display another prompt line:

[Margin Set] 10 74 to Left =

The equal sign indicates that WordPerfect is waiting for you to change the left and right margin settings. To make a change type the number you wish to change the left margin to and press the ENTER Key or the SPACEBAR. Either of these keys will enter the nev left margin. Next, WordPerfect asks for the new right margin. Type the number for the nev right number and press the ENTER Key or the SPACEBAR. If you want to change just the left margin, press the ENTER Key or the SPACEBAR after entering the nev left margin and WordPerfect will use the default or current right margin setting. If you only want to look at the current left and right margin settings, press the <Shift> + <F8> and choose margins then press the CANCEL Key <F1> to return to the document.

WordPerfect 4.2 allovs for a one-inch top and bottom margin. The top margin is set in half lines (i.e. 12 half lines = 6 single-spaced lines or one inch). The bottom margin is determined by hov many lines are typed on a page. The default settings are for 8 1/2-by-11-inch paper; therefore, 54 lines are allowed to leave a one-inch bottom margin. To make changes in the top and bottom margins use the PAGE FORMAT Key <Alt> + <F8>.

When using the PAGE FORMAT Key, a menu will appear on the screen. Item 4 from the menu will allov you to change the page length and item 5 will allov you to change the top margin.

When choosing item 4 to change the page length, another menu will appear on the screen. Item 1 from this menu will give the system defaults for letter size paper. Item 2 will give the system defaults for legal size paper. Item 3 will allov you to make changes in the default setting. Therefore; if you wish to make changes, select item three and follov the directions on the screen.

When choosing item 5, Top Margin, you must remember that WordPerfect 4.2 sets the top margin in half lines. If you want a two-inch top margin, you must enter 24. This change will take place from the cursor forvard. If you need a two-inch top margin on the first page and a one-inch top margin on all other pages, you will have to

change the top margin setting on page one and change the top margin setting on page two to complete the document. These changes do take time; therefore, it is sometimes easier to just enter returns on the first page to allow for the two-inch top margin.

In order to allow for a one-inch bottom margin, WordPerfect 4.2 puts 54 single-spaced lines (text and blank lines) on a page. When 54 lines have been entered, a row of hyphens appears on the screen. The bottom right status line displays:

Doc 1 Pg 2 (or others) Ln 1 Pos 10

This row of hyphens is called a soft page break. This is the default setting and can also be changed.

TABS

We learned in LAP 1 that WordPerfect has tabs set every five space. When we need to make tab setting changes, we will follow the same procedures used in making margin changes. However, choose **1 or 2** from the prompt line for TABS. The only reason for a choice of 1 or 2 is to stay consistent with previous WordPerfect software releases. They both perform the same function.

When the TABS selection is made, a line ruler will appear at the bottom of the page indicating the current tab settings. The L at every five spaces indicates that the default tab settings are left align tab stops.

To delete all tab settings, use the delete end of line feature located on the template--<Control> + <END>. The <END> Key is located on the 10-Key pad. To delete tab stops one at a time, use the cursor to move to the tab setting and press the <Del> Key, also located on the 10-Key pad.

WordPerfect allows for left align tabs using the L, right align tabs using the R, center tabs using the C, and decimal tabs using the D. Cursor to the position for the new tab setting and type the letter indicating the type of tab desired. If you want to set a left align tab at a certain position, type the number corresponding to the position and press the ENTER Key. A tab stop will appear on the ruler line at that position.

There are other ways to set tab stops. Consult the WordPerfect Reference Section of the Owner's Manual.

SPACING

To change the line spacing in WordPerfect 4.2, select spacing from the LINE FORMAT features. WordPerfect recognizes the following settings:

.5	half spacing
1	single spacing
1.5	space and a half spacing
2	double spacing
2.5	double and a half spacing
3	triple spacing

PRINT PITCH

The PRINT FORMAT Key <Control> + <F8> allows you to make changes in the print pitch, print font, number of lines printed per inch, and right justification of lines. The type of printer you use will determine some of the settings available. The default settings are: 10 pitch, monospaced (each character occupies the same amount of space), standard Courier font, six lines per inch, right justification turn on.

Some changes you may wish to try:

Fonts range from 1 to 8. Try different settings to determine the ones you like and the ones your printer will support.

Pitch settings are usually 5, 10, 12, 15, and proportional. To activate proportional spacing, place an asterisk next to the pitch value.

Lines per inch are usually 6 or 8.

PRINT PITCH, FONTS, AND LINES PER INCH ARE NOT DISPLAYED ON THE SCREEN.

We need to make the following changes before typing the document for this LAP:

- Elite Pitch, standard Courier Font (1)
- 70-space line
- Two-inch top margin
- Right Justification Off

Type the following one-page document.
Follow directions indicated.

DO Press <Shift> + <F6> the CENTER Key. Notice the cursor moved to the center of the screen.

Press the CAPS LOCK key and type: BUSINESS AND OFFICE
(Notice the characters move to the left to center)

Return Twice
Press CAPS LOCK key

Press the CENTER Key <Shift> + <F6> and type:
Information Sheet

Return

Press the CENTER Key and type: Classroom Procedures

Return

Press the CENTER Key and type: Mrs. Chapman's Classes

Return 3 times and type the following: (Remember you only return at the end of paragraphs)

Press the BOLD Key <F6>

Type: Welcome to BUSINESS AND OFFICE!

Press <F6> again to remove the bold feature. This key works as a toggle switch turning bold on and off. Do not return, but do space twice and continue typing the report.

The report is located on the last page of this LAP.

After typing the one-page report, print one copy. Store this document on your diskette as: wplap.4

Turn your copy in with your name and LAP number on the first page.

BUSINESS AND OFFICE

Information Sheet
Classroom Procedures
Mrs. Chapman's Classes

Welcome to Business and Office! I know you are looking forward to a rewarding year.

I feel that the assignments I have chosen for you to complete are worthwhile and beneficial; therefore, it is very important that you get your work in on time. There will be a penalty for work that is turned in late.

Since you have selected to attend the Business and Office program, I will assume that you will be seeking employment in this or a related field at the end of the school year. That is why I have a standard rule for people who are absent from class. If you are absent, for whatever reason, make sure you call the school to let us know where you are and that you will not be in class. You may either tell the secretary who answers the phone, or you may ask to speak with me. I ask you to do this because it is a good habit to start now. This will also help you make sure you get an excused absence. (Consult the student handbook for excused and unexcused absences.)

If you have to be absent, it is up to you to find out the assignments you have missed. You are responsible for asking me what the assignments are and for getting them turned in within a few days. If you have previous knowledge of an absence, check with me to see what we are going to cover while you are gone.

During or outside of class, feel free to ask me for help. I try to anticipate your questions or sense when you are having difficulty, but this is not always possible. Raise your hand or come to my desk when you are having trouble. I am never too busy to help you. However, if I am with another student, please wait until we are finished; I'll be with you as soon as I can. If you need help or need to talk with me when we are not at school, my home telephone number is 765-2653. You are more than welcome to call.

You are responsible for your own pens, pencils, typing paper, and other supplies you might need. You are not responsible for your neighbor's or friend's; likewise, they are not responsible for yours. If you do not have these things, ask me for them; please don't infringe on a classmate.

REVIEW - WordPerfect 4.2 LAP 4

1. Q - What feature is used to change the left and right margins?

   A - The left and right margin settings are a function of the LINE FORMAT Key <Shift> + <F8>.

2. Q - What feature is used to change the top and bottom margins?

   A - The top and bottom margin settings are a function of the PAGE FORMAT Key <Alt> + <F8>.

3. Q - What feature is used to set or delete tab stops?

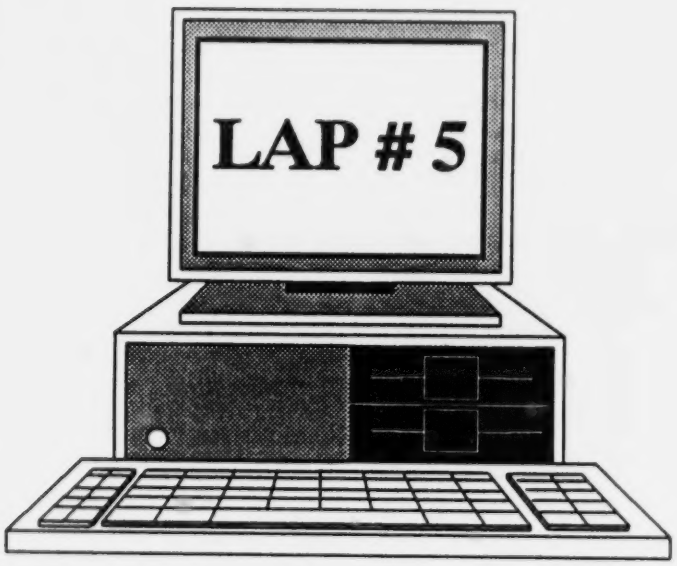
   A - The tab stop setting is a function of the LINE FORMAT Key.

4. Q - What feature is used to change the line spacing?

   A - The line space setting is a function of the LINE FORMAT Key.

5. Q - What feature is used to change the print style?

   A - The print style is a function of the PRINT FORMAT Key <Control> + <F8>.


LAP # 5

This LAP will cover the following feature:

- Hyphenation

DO Retrieve the document from LAP 4 (wplap.4 on your disk).

READ This software does not automatically hyphenate words. However, the following is available:

- 1 Aided Hyphenation On.

  The system will stop and ask you to determine the appropriate hyphen position.

- 2 Aided Hyphenation Off (Default setting)
  Any word that goes past the right margin is wrapped to the next line.

- 3 Autohyphenation. The system puts the hyphens in words automatically. Words not in the Word Perfect dictionary will require input to determine the correct hyphen position.

  The system also lets you set a hyphenation zone. The default setting is 7,0. Seven characters to the left of the right margin and 0 characters to the right of the right margin. This means that when you are using a ragged right margin there will be no more than 7 characters between the longest and shortest lines in your document. The system will not insert any characters beyond the right margin setting.

  You can hyphenate words yourself, but make sure you use a "soft hyphen." This tells the system that if you insert more text and the hyphenated word is moved to another line to disregard the hyphen. This command is CTRL + -(hyphen).

  There are other features with the hyphenation. Refer to the WordPerfect 4.2 manual for additional information.

DO Press <SHIFT> + <F8> LINE FORMAT Key

Choose **5** Hyphenation

Look at the prompt line.

[HZone Set] 7,0 Off aided 1 on; 2 off; 3 Set H-Zone; 4 Aided; 5 Auto: 0

Choose 1 Hyphenation On

Choose 5 Autohyphenation

***NOTE: You will <u>not</u> see your selection.** In order to see the hyphenation command, you must use the REVEAL CODES feature <ALT> + <F3>.

Press Enter

READ Refer to the WordPerfect 4.2 manual for additional information in using the hyphenation features.

DO Press the PRINT Key <SHIFT> + <F7> Choose 1 (Full Text)

*NOTE: We can print before we exit or after.

After printing, press the EXIT key and follow the prompts to replace: wplap.4

Turn in your copy with your name plus REVISION of LAP 4 / LAP 5 on the copy.

READ We will type the following paragraphs with the aided hyphenation feature on while we type.

DO Change the left margin to 20 and the right margin to 75.

Turn the right justification "off."

Press the LINE FORMAT Key and turn aided hyphenation on. (Item number 1)

Type the following paragraphs making hyphenation decisions while you type.

DO Most microcomputers store information on a floppy disk, also know as a diskette. When using floppy disks, it is important to be careful with the disk. Avoid bending the disks. They are flexible, but if they are bent too far, the disk surface will be creased permanently.

Never touch the exposed disk surface. The disk is actually circular and made of a very thin magnetized substance. The part that is for handling and to which labels are attached is a protective cover which also keeps the disk semirigid. The exposed area of the disk is susceptible to scratches which is one reason the disk should always be placed in the disk jacket when not in use.

Minimize the amount of dust exposure to the disk by storing the disk in jackets inside the cartons with the lid closed. Avoid exposing the disk to extreme heat or cold. Also, a magnet or similar device will erase the contents of a disk.

READ We will print one copy of the paragraphs, but we will not store the paragraphs to the diskette.

DO Print one copy of the paragraphs to turn in. Put your name and LAP 5 on the copy.

REVIEW - WordPerfect 4.2 LAP 5

1. Q - What is the default setting regarding the hyphenation of words that are too long to fit on a line?

   A - WordPerfect will use the word wrap around feature without hyphenating long words at the end of a line of text.

2. Q - Can you tell WordPerfect to put hyphens in long words at the end of a line?

   A - Yes. The default setting can be changed.

3. Q - Will the system enter the hyphens or does the system ask you for input in making a decision about a hyphen placement?

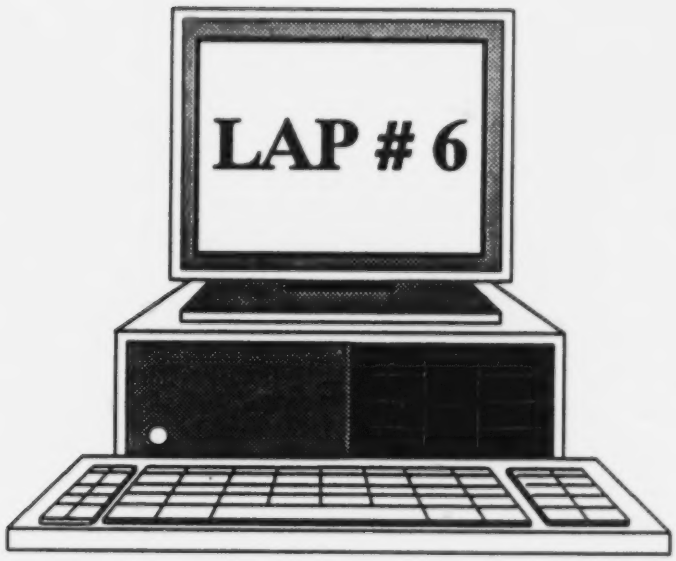
   A - Both. You can ask the system to make the hyphenation decision, or you can tell the system that you want to decide on the hyphen placement.

4. Q - Do you have to turn the hyphenation feature on before you type a document, or can you wait until the document is typed before turning this feature on?

   A - Both. Usually it is faster to type the document and then tell the system to hyphenate long words.

5. Q - What is a soft hyphen?

   A - A soft hyphen is one that is entered by the system or by you--<Control> + -. This tells the system to remove the hyphen if additional text is added and the word is wrapped to the next line.


LAP # 6

This LAP will cover the following features:

READ

- Move Function
- Block Delete

Make sure you are on a blank page.

Right prompt line will indicate:

Doc 1 Pg 1 Ln 1 Pos 10

DO Retrieve wplap.4 (the one-page document).

You can do this two different ways. With the <Shift> + <F10> Key the RETRIEVE Key or by listing the files on your diskette and choosing retrieve from the list of options on the prompt line.

Press <Shift> + <F10> the RETRIEVE Key

Type wplap.4 and press ENTER.

The document appears on the screen.

MOVE FEATURE

READ The MOVE Key <CTRL> + <F4> has three options:

1. Move the block of text to another position.
2. Copy a block of text so it will remain in the current position and move to one or more new positions.
3. Delete a block of text from the document.

DO Move the cursor to the first character in the fifth paragraph.

(During or outside...)

*NOTE: Text may also be moved by using the BLOCK key <ALT> + <F4>. We will use this key later.

- Press the MOVE Key <CTRL> + <F4>
- Look at the prompt line

  Move 1 Sentence; 2 Paragraph; 3 Page

- Choose **2 Paragraph**

- Look at the prompt line

1 Cut; 2 Copy; 3 Delete: 0
(Ignore the rest of the prompt line for now.)

1. Cut if you want to move the paragraph to a new position and remove it from the current position.

2. Copy if you want to move the paragraph to a new position and leave it in the current position.

3. Delete if you want the paragraph deleted from the document.

*NOTE: These are the same options for:

1- Sentence
3- Page

Choose 1 Cut.

Move the cursor to the first character on the third paragraph.

(Since you have selected . . .)

- Press the Move key

- Look at the last half of the prompt line.

Retrieve 4 Column; 5 Text; 6 Rectangle; 0

- Press 5 Text

The paragraph is relocated. Paragraph 5 is now the third paragraph.

*NOTE: There are other ways to perform the move feature. Consult the Word Perfect manual for additional information.

BLOCK DELETE FEATURE

There are two block delete features in this software package. One you saw as an option with the MOVE feature. The other is using the BLOCK Key <ALT> + <F4>.

DO Position the cursor on the first character of the first paragraph.

(Welcome to BUSINESS AND OFFICE! . . .)

Press the BLOCK Key <ALT> + <F4>. Look at the prompt line.

"Block on" is flashing.

Next, you must highlight the block of text we want deleted.

There are several options available:

- move the cursor down to the end of the block
- use the >SEARCH Key <F2> and reply to the prompt
- tap the spacebar to highlight a word
- tap the period to highlight from the cursor to the end of the sentence
- tap ENTER to highlight from the cursor to the end of the paragraph
- tap any character to highlight to the next occurrence of that character

Choose one of the options above to highlight the first paragraph.

Press the DEL Key and reply yes to the prompt.

When the prompt line asks **Save Document (Y/N) N**

Choose N - do not save. We will not save the move and deletion changes.

Exit WP (Y/N) Y
Press Return or Y

You are at C:\>
Type: **Park**

Wait for the screen to tell you to turn the system off.

READ If you decide that the block of text should not be deleted, there is a way to cancel the deletion. To retrieve a deleted block of text, press the CANCEL KEY <F1>. The deleted text will return to the document.

REVIEW - WordPerfect 4.2 LAP 6

1. Q - When using the MOVE Key, where do you place the cursor before the function is started?

   A - Place the cursor at the beginning of the text that is to be moved before pressing the MOVE Key.

2. Q - How do you tell the system to move a paragraph?

   A - To move a paragraph, press the MOVE Key and select paragraph, item 2. The system will ask if you want to:

      1. cut the paragraph, meaning to remove the paragraph from the current position when you move it to another position.

      2. copy the paragraph, meaning to leave the paragraph in the current position and move it to another position(s).

      3. delete the paragraph from the document completely.

3. Q - Besides the move paragraph option, what else is available with the MOVE Key feature?

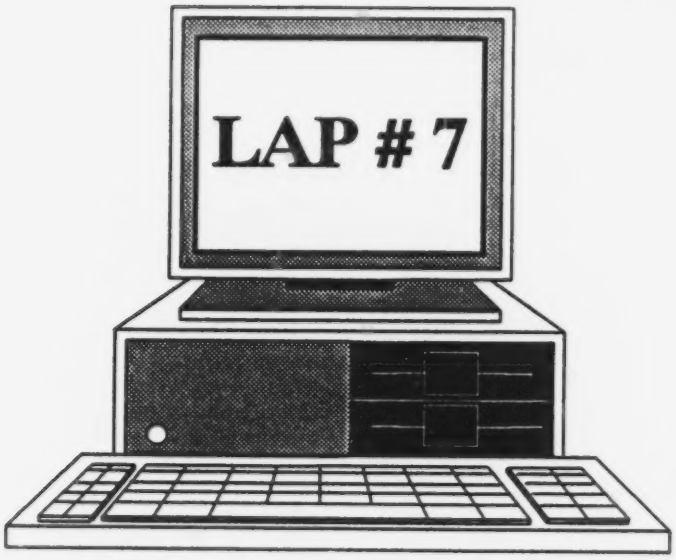
   A - By pressing the MOVE Key, you can move a sentence, paragraph, or page of text.

4. Q - When moving text, how do you know if you are "taking all hidden codes" with the move?

   A - Before pressing the MOVE Key, you should use the REVEAL CODES Key to see if any hidden codes need to be moved with the text.

5. Q - If there another way to move text?

   A - Yes. The BLOCK Key also have a move option.


LAP # 7

This LAP will reinforce the following formatting procedures:

- Left and right margins
- Top margin
- Bottom margin
- Tabs

This LAP will also cover a new feature:

- Headers and Footers

READ *NOTE: When changing the document formats, the changes take place from the code forward. When editing a document with format changes, turn the REVEAL CODES feature on to make sure you do not delete any necessary codes.

Make sure you are on a clean page (screen).

DO Make the following format changes:

- Change the tab stops
  * Press LINE FORMAT Key <SHIFT> + <F8>
  * Clear all tab stops
  * Set a left-aligned tab at positions 17 and 19
  * Set a center tab at position 42
  * Return to the blank page (screen)

- Change the left margin to 12 and the right margin to 77 (use the LINE FORMAT key) then return to the blank page

Press the TAB key three times to go to the center of the line.

Type: ADVANCED TYPING

Return twice.

TAB twice and Type: General Information

Return once.

TAB twice and Type: Theory Review

Return three times and type the following paragraphs.

READ *NOTE: We did not have to enter a center command in order to center the above headings because we set a center tab at position 42.

*NOTE: When necessary, you will use the >INDENT key to align turnover lines at position 19.

DO Type the following report:

General Information

Students in this class have either one or two years of previous classroom typing experience. Therefore, a wide range of skills exists. If your straight-copy rates seem low, this may account for that. The textbook instructions assume that you have had only two previous semesters of typing.

Because of the wide range of previous typing experience in this class, it is important that you set your own goals and try to make improvements on that basis. Do not be overly concerned about where everyone else is. The grading standards for this class are absolute. They will not be changed. Therefore, it is theoretically possible for all students to make A's or all to make C's.

Since typewriting is considered to be a vocational course and since personal traits are important in getting along well with others in the office, provision is made in the grading procedures for evaluating students on such factors as attitude, work habits, class attendance, appropriate dress and appearance, and other similar attributes of typewriting.

ALL WORK MUST BE MAILABLE. Errors must be corrected neatly and accurately. (See the attached page titled "Evaluating Mailable Transcripts.") Daily work is to be handed in at the front of the room in the baskets marked "Typing a.m." or "Typing p.m." Be sure all work is marked with your name, the date, and the lesson number, before you turn in your lesson. If you are uncertain about retyping a lesson, check with me. Sometimes, simply marking the error is more profitable than retyping. Refer to the handout **GRADING PROCEDURES** for more information regarding grades for this class.

Theory Review

Punctuation Rules:

- Double space after any punctuation ending a sentence, i.e. period, question mark, or exclamation point.

- Space once after a period following an abbreviation.
- Space once after a comma in a sentence.
- Space once after a semicolon in a sentence.
- Space twice after a colon, always.
- For other punctuation usage rules, refer to the Gregg Reference Manual sections one and two.

Spacing:

- Single spacing, no space between lines.
- Double spacing, one blank line between typed lines.
- Triple spacing, two blank lines between typed lines.

Margins:

- A 6-inch line allows for one inch side margins. A 5-inch line allows for one and a half inch side margins.
- For a 2-inch top margin, begin typing on line 13 when using elite pitch. When using pica pitch, begin typing on line 10.
- The bottom margin of any typed paper should be a minimum of 1 inch and a maximum of 1 1/2 inches.
- Never end a page with 1 line of a paragraph (widow) or begin a page with 1 single line (orphan).

Word Division:

- Avoid dividing a word if possible.
- Abbreviations, contractions, or words pronounced as one syllable are never divided.
- Divide only between whole syllables.
- Divide only if you can leave on the upper line a syllable of two or more letters (such as un- done) and can carry to the next line a syllable of at least three letters (such as un- did) or two letters and a punctuation mark (such as un- do!).

- Consult the Gregg Reference Manual for preferences in dividing words.

An indepth review of typing theory is in the Introduction section of your typing book. You will be responsible for the contents of these pages. Likewise, the Gregg Reference Manual is a valuable source of information in typing style.

READ After typing this document, use the page up key (PG UP) to go to the first line of page 2.

DO Press PAGE FORMAT Key <ALT> + <F8>

Choose item 6 Headers or Footers

From this menu:

Choose item 1 Header A

Choose item 1 On all pages

Press ENTER

Press <ALT> + <F6> RIGHT FLUSH Key

Type: Advanced Typing\Page

READ/DO After typing the word page, space once and press <CTRL> + <B>. This is the command that tells the system to insert page numbers.

Press ENTER

Press the EXIT key (F7)

READ *NOTE: We put the header command at the top of page two. This told the system to start printing the header on page 2.

DO Print one copy of this document to turn in.

Store this document; named: wplap.7

REVIEW - WordPerfect 4.2 LAP 7

1. Q - What is a header?

   A - A header is a group of words that appears at the top of pages of text.

2. Q - WordPerfect allows you to create two headers and/or two footers, why is this option needed?

   A - Many long manuscripts (books) require different information on every other page. This allows an author to put things like the main title on even pages and a subtitle on odd pages.

3. Q - Where do you place the header/footer command in the document?

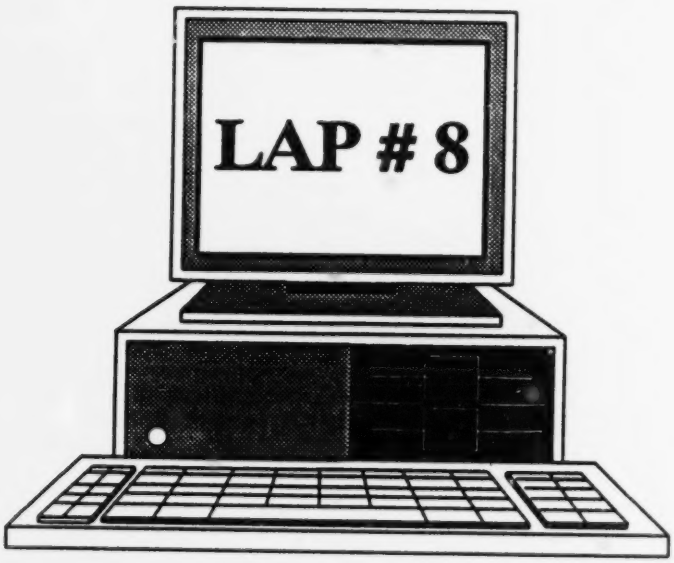
   A - Place the header/footer command either at the top of the page where you want the header/footer to begin or anywhere on the preceding page where you want the header/footer to begin. It is usually a good idea to use this option because text may be added to the document. If the header is to begin on the second, the command can be place at the top of the second page. However, if text is added to the beginning of the second page or the end of the first page, the hidden code could be relocated. By placing the command somewhere after the first line of the first page the hidden code should stay somewhere on the first page even if text is added. This will cause the header to begin on the second page.

4. Q - Can you tell the system to automatically number pages?

   A - Yes. The command to automatically number pages is <Control> + B, inserted into the header/footer text.

5. Q - After entering the text in the header/footer, how do you return to the document?

   A - After completing the header/footer information, press the EXIT Key to return to the document.


LAP # 8

This LAP will cover the following features:

- widows/orphans
- page breaks
- centering text on a page

READ In LAP 4 we discussed the default setting of 54 single-spaced lines per page. Once you enter text beyond 54 lines, a row of hyphens appears across the screen (soft page break). The bottom right status lines indicates that the cursor has moved to another page.

You will recall from a typing class that it is not correct to have the first line of a paragraph at the bottom of a page (a widow) or the last line of a paragraph at the top of a page (an orphan). Wordperfect 4.2 will not automatically stop a widow or an orphan from happening. however, you can change this default setting and tell the system not to allow widows or orphans.

To use the widow/orphan feature, a Page Format feature, position the cursor at the top of a page or at the beginning of the document. Remember when you enter a code, the text will be affected from the cursor position forward. If you enter the widow/orphan command in the middle of a page, the feature will not be utilized until the next page.

DO Since we are starting a new document, activate the widow/orphan feature by pressing the PAGE FORMAT Key <Alt> + <F8>.

Look at the choices.

Select choice A, widow/orphan. Look at the prompt line:

Widow/Orphan Protect (Y/N) N

READ Notice that the default setting is N - No.

DO Type Y (for yes) and press ENTER. You are back on a page one of the document.

Press the REVEAL CODES Key <Alt> + <F3>.

The screen splits, and the top portion is your document without the codes. The bottom portion is your document with the hidden codes.

The bottom portion displays: [W/O On]

Press the spacebar to clear the hidden codes from the screen.

READ When you are entering text with the widow/orphan protect feature ON, the soft page breaks will change while you are typing. This occurs because WordPerfect does not recognize a widow/orphan until the cursor is past a widow/orphan.

You can manually for the system to end a page and begin another page--hard page break. To do this, press <Control> + ENTER. A row of double hyphens will appear on the screen. The cursor moves to the next page. The status line indicates a change to a new page.

Many times a manuscript or report has a title page with only a few lines of text. WordPerfect 4.2 has a feature using the Page Format key that allows you to center a short page from top to bottom.

DO Pres the PAGE FORMAT Key <Alt> + <F8>.

Select item 3, Center page Top to Bottom.

Press ENTER to return to Page 1 of Document 1.

Press the CENTER Key <Shift> + <F6> and type:

WordPerfect 4.2

(Return 5 times)

Center and type in all capital letters:

ADDITIONAL INFORMATION

(Return 5 time)

Center and type:

A Report By

(Return once)

Center and type:

(Your First, Middle, and Last Name)

(Return once)

Create a hard page break--<Control> + ENTER

READ We are going to type a short report. The first page of the report should start on line 13. The fastest way to get this top margin is to return 7 times. The left margin setting for the report should be 15. The right margin setting will be the default setting.

Pages two and three of the report are on the next page. Page one is your title page.

Use Page (^B) as the header on page 3.

DO Type the short report and print one copy. Turn in the report with your name and LAP 8 on the title page.

The default format settings in the Word Perfect software package are as follows:

Left margin	Position 10
Right margin	Position 74
Tabs	Every 5 spaces
Top margin	12 half-lines (6 lines)
Page length	66 lines (54 text lines)
Bottom margin	6 lines
Spacing	Single
Vertical lines per inch	6 lines
Right justification	On
Hyphenation	Off

All of the default formats may be reset to fit your needs. There are a few items to take into consideration.

- Do not reset a margin when the cursor is in the middle of a line. This will cause a hard return.

- Margin changes will occur from the point the change is made forward. If you want the entire document to have a different left and right margin, you must make the change at the beginning of the document.

- The default 10 pitch can be changed at any point, but this will affect the margin settings. WordPerfect has an option to set the binding width of a document; therefore, you do not need to change your left and right margin if you decide you want to bind a long report. This setting is made in the Print function--SHIFT + F7--Options.

- Right justification is "on" in the default settings. To turn the setting off so that the right margin will be ragged select the Print Format function--CTRL + F8--choose item 3--off.

- The top margin and bottom margin default settings are one inch. These are change are made by using

the Page Format function--ALT + F8. Choose item 5--Top Margin to change the top margin setting. Choose item 4--Page Length to change the bottom margin setting.

READ Did you remember to use the >Indent Key? After looking at the report, we decide that it would be better to create a hard page break before the last item. The report would also look better with the right justification turn off.

DO Create the hard page break, turn the right justification off, and print a copy of the report. Turn in the second copy of the report with your name and REVISION of LAP 8 on the title page.

REVIEW - WordPerfect 4.2 LAP 8

1. Q - What is a widow; what is an orphan?

   A - A widow is the first line of a paragraph at the end of a page.

   An orphan is the last line of a paragraph at the beginning of a page.

2. Q - Will WordPerfect help you prevent widows/ orphans?

   A - Yes. The default setting is No--do not protect; but it can be changed to yes--protect widows/orphans from occurring.

3. Q - Can you tell the system to end a page and begin a new page?

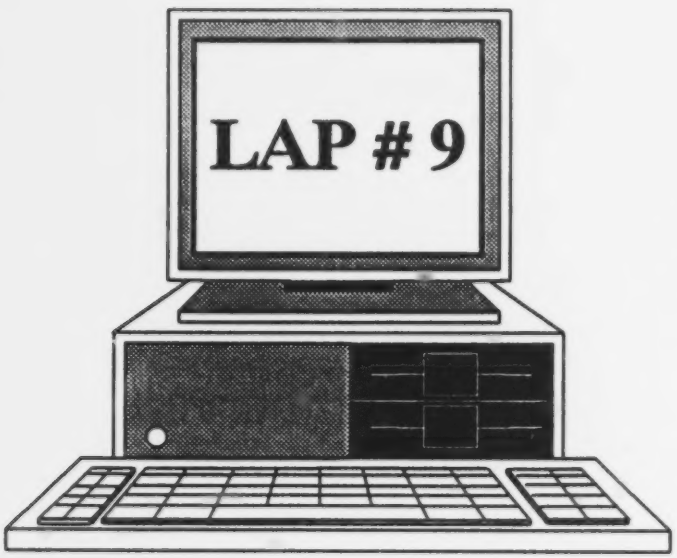
   A - Yes. Press <Control> + ENTER to create a hard page break.

4. Q - What feature is used to center a short page of text on the page vertically?

   A - Use the PAGE FORMAT Key and select center page top to bottom to center a page of text vertically.

5. Q - Can you tell the system to print without justifying the right margin?

   A - Yes. This is a function of the PAGE FORMAT Key.


LAP # 9

This LAP will cover the following feature:

- Spell check

READ As with most word processing software, WordPerfect 4.2 has a feature to check the spelling of your documents. However, WordPerfect goes beyond just checking the spelling and highlighting words that are not found in its dictionary (about 115,000 words including about 25,000 medical and legal words).

Before we use the SPELL feature, please type the following letter. Please do not correct the spelling errors as you type. You will use the SPELL feature when you finish keyboarding.

Make sure you are ready to start a new document.

DO Turn the right justification feature off and type this letter:

(Return 8 times)

Press the DATE Key <Shift> + <F5>

(Return 5 times and continue typing)

Ms. Janet Howard
1610 West Dover Avenue
Hometown, OK 74000

Dear Ms. Howard:

Thank you for aloving me to meet with you to discuss the secretarial position with your company. I really enjoyed getting acquainied with you.

The job is most enteresting two me and offers the kind of opportunities that I have been seeking. I know that I wuld find the word challenging and rewarding.

Enclosed is the application you asked me to fil out.

Sincerely,

(Your name)

Enclosere

READ WordPerfect's SPELL feature allows you several options. This LAP will discuss the first three options listed on the prompt line.

DO Move the cursor to the beginning of the letter.

Press the SPELL Key <Control> + <F2>.

Look at the options listed on the menu prompt line.

READ Option 1 will check the spelling of a single word.

Option 2 will check the spelling of the page the cursor is on.

Option 3 will check the spelling for the entire document.

The other options will be discussed later.

DO Select Option 3--Document.

READ WordPerfect searches the document for misspelled words. The first misspelled word will be highlighted, and the system will display a list of possible choices for the word.

If the correct spelling is listed, type the letter next to the word. The misspelled word will change to the choice you selected. If the correct spelling is not listed, press ENTER or SPACEBAR to display other possible choices.

The highlighted word may be spelled correctly. This usually happens when the word is a proper noun or a technical word not listed in the software's dictionary. If the word is spelled correctly, you can tell the system to skip the word. There are two options available for skipping highlighted words. Choice 1 on the menu prompt line is to Skip Once (skip the word, this occurrence only), choice 2 is Skip (skip the word this occurrence and all other occurrences), choice 3 is to add the word to the dictionary, and choice 4 is to Edit the word yourself. Choices 5 and 6 are discussed later.

After a choice is selected for the first highlighted misspelled word, the system searches for the next word. When all corrections are made, a word count is displayed on the prompt line. By pressing any key, you will return to the document.

DO Make all necessary spelling changes in this letter.

READ In the first sentence of the second paragraph, the word two should be to. The SPELL feature will not correct grammar or usage errors; therefore, proofreading is still very important.

DO Change two to to in the first sentence of the second paragraph.

READ The CANCEL Key <F1> terminates the SPELL feature at any point.

Another item listed on the menu prompt line of the SPELL feature is LOOK UP. While you are typing, the dictionary is available. You can look up a word in the dictionary before you type the word.

After selecting LOOK UP from the SPELL feature menu, "Word or Word Pattern" is displayed. The system allows you to type the word like it sounds to you (phonetic spelling) or to type the word with "wildcard" characters. These characters are: * - ?. The asterisk or hyphen is used for more than one character; and the questions mark, for a single character.

Use the wildcard characters as follows:

ap*e or ap-e	will list all words beginning with ap and ending with e. This could be a long list.
appear?nce	will list all words with a single letter in place of the questionmark. This will be a shorter list.

ENTER is to used the leave the LOOK UP feature.

Consult the WordPerfect 4.2 manual for additional spelling features.

DO Use the hyphenation feature.

Print one copy of this letter.

Exit and store this document as: wplap.9

Turn in your letter with your name and LAP 9 on the letter.

REVIEW - WordPerfect 4.2 LAP 9

1. Q - How do you activate the spell check feature?

   A - Use the SPELL Key <Control> + <F2> to activate the spell check feature.

2. Q - When using the spell check feature, does WordPerfect offer an alternative spelling?

   A - Yes. There are usually several alternative spellings listed for a possibly misspelled word.

3. Q - When using the spell check feature, what are the options?

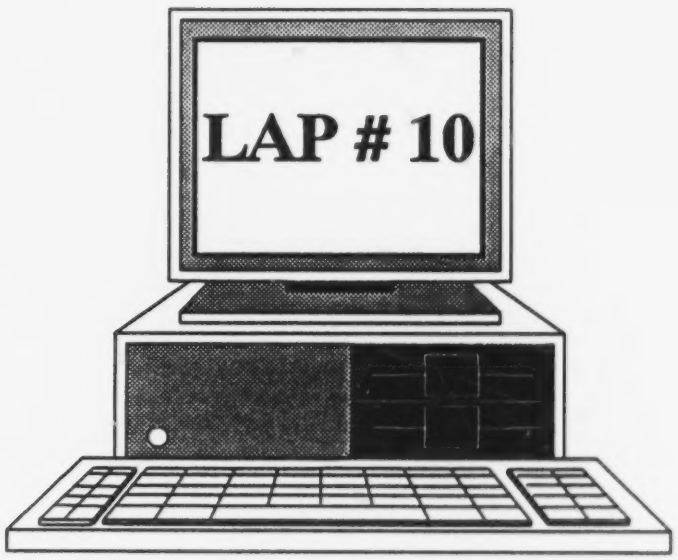
   A - WordPerfect lets you check the spelling of a word, a page, or an entire document.

4. Q - Once the spell check feature is activated, can you exit this function before the process is completed?

   A - Yes. By pressing the CANCEL Key, you can terminate the spell check feature.

5. Q - If you choose to check an entire document and complete the function, what information does WordPerfect provide?

   A - After the spell check is completed for a page or a document, WordPerfect indicates the number of words in the document/page at the end of the spell check. By pressing any key, you will return to the document.


LAP # 10

This LAP will cover the following features:

- Search
- Thesaurus

READ Make sure you are ready to start a new document.

Many writers get into the habit of using the same word or words over and over. WordPerfect 4.2 has a 150,000-word Thesaurus to help writers with this problem.

The Thesaurus provides a list of synonyms for a specific word and also provides a list of antonyms. When using this feature, the screen splits in two. The top portion of the screen displays four lines of your document and the word you are considering is highlighted. The bottom portion of the screen lists alternative words. When using the Thesaurus, some words are headwords--a word having its own group of alternatives. We will see how the headword feature operates when the Thesaurus is used.

DO Type the following paragraph:

Our telephone system includes all necessary parts. If you need more information about our equipment, please call us at 1-800-555-1616. Our equipment comes with a two-year extended warranty, which includes parts and labor. We will send a service representative and a salesperson to your business next week to demonstrate our equipment.

Print a copy of the paragraph.

READ WordPerfect 4.2 allows you to search for various things in a document. There are two search directions provided.

1. <Search--searches from the cursor backward in a document. Use the <Shift> + <F2> to perform this function.

2. >Search--searches from the cursor forward in a document. Use the <F2> to perform this function.

We have used the word parts twice in the paragraph. We need to change the first occurrence in the first sentence. Since our cursor is at the end of the paragraph, we need to search backward in the paragraph for the word parts.

DO Press the <SEARCH Key <Shift> + <F2>.

Type the word parts.

Press the <SEARCH Key again.

READ The cursor moves backward in our paragraph to the word parts. However, this is not the occurrence we want to change. We have to tell the cursor to move to another occurrence of the word we are searching for.

DO Press the <SEARCH Key.

Notice the word parts appears at the prompt. The system will remember the last item entered in the SEARCH feature.

Press the <SEARCH Key again.

READ The cursor is nov located on the period after the first occurrence of the word parts in the first sentence. Since we want to choose another word for parts, we use the Thesaurus feature. When we press the THESAURUS Key <Alt> + <F1>, look at the screen to see the options.

DO Move the cursor to any character in the word parts.

Press the THESAURUS Key <Alt> + <F1>.

READ The list of choices for the word parts is divided into groups.

Groups 1, 2, 3, 4, and 5 are a listing of noun (n) choices.

Groups 6 and 7 are a listing of verb (v) choices.

Group 8 is a listing of adjective choices.

Groups 9, 10, and 11 are a listing of antonyms (ant).

The choices at the bottom of the screen are:

1 Replace Word
2 View Doc
3 Look Up Word
4 Clear Column

Choice 1 Replace Word is used by typing 1 then pressing the corresponding letter for the word you want to use as the replacement.

The words with dots or "bullets" in front of them are also headwords. You may use Choice 3 Look Up Word for additional suggestions for these words.

We are going to look at the additional choices for the word component.

DO Press 3.

After word:

Type: component

Press Enter.

READ Notice the A, B, C, etc. in front of the words under part moved to the words listed under component. After looking at this listed, we decide that the word component is the word we would like to use in place of parts.

DO Press 4 Clear Column

The screen is back to the first choices.

Press 1 Replace Word

Follow the prompt with the letter in front of component (g).

Look at the first sentence. The word parts changed to component.

Type an s to make the word plural.

Print a copy of the revised paragraph.

Clear the screen without saving this paragraph.

Turn in both paragraphs with your name and LAP 10 on the first paragraph.

REVIEW - WordPerfect 4.2 LAP 10

1. Q - What are the two search features?

   A - 1. >SEARCH searches from the cursor forward in the document.

   2. <SEARCH searches from the cursor backward in the document.

2. Q - Will the search feature search for things other than words?

   A - Yes. The search function will search for letter, numbers, symbols, codes, and other keystrokes.

3. Q - What is a Thesaurus?

   A - A Thesaurus is a book (listing) of synonyms.

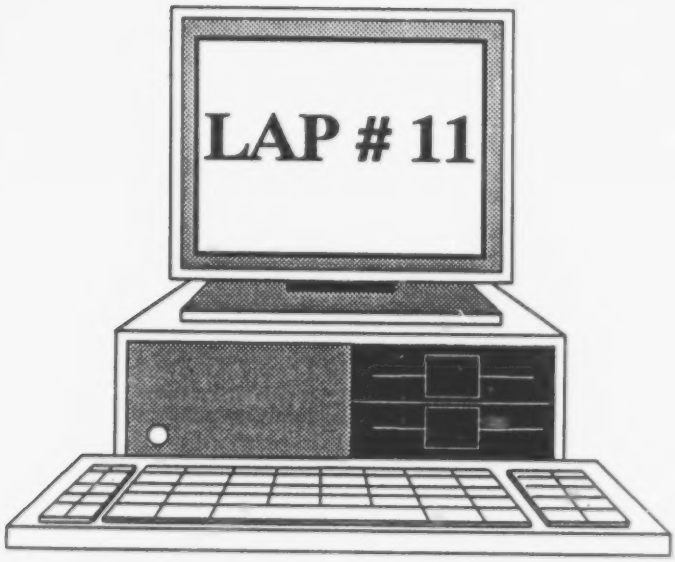
4. Q - In addition to a listing of synonyms, what else does WordPerfect provide with the Thesaurus feature?

   A - WordPerfect's Thesaurus also provides a listing of antonyms.

5. Q - How does WordPerfect group the choices of word listings when the Thesaurus is used?

   A - WordPerfect does not check for grammatical correctness; therefore, the system does not know which part of speech is needed.

   The listing of choices is divided into groups of: nouns, verbs, adjectives, and antonyms.


LAP # 11

This LAP will cover the following feature:

- Macros

READ Macros are created to streamline repetitive tasks or to make tasks that require many keystrokes shorter.

To create a macro, first, you must give the macro a name. Word perfect provides two alternatives for naming permanent macros and two alternatives for naming temporary macros.

After naming the macro you will enter the keystrokes you want stored in the macro. Next, you will end the macro.

Macro names, permanent:

1. The <Alt> Key + a letter from the keyboard.

2. Two to eight characters. These characters these can be letters, numbers, or symbols.

Permanent macros are stored on your disk with the extension .MAC and are available at any time you are using WordPerfect or until they are deleted.

Macro names, temporary:

1. A single character.

2. The ENTER Key.

Temporary macros are only available while you are using WordPerfect. Once a temporary macro is created it is stored in the microcomputer's RAM memory. It will be deleted when the software package is exited.

We will store the macros that we create permanently to our disk. The <Alt> + <a letter> is the fast way to execute a macro; therefore, that is the feature we will use.

Let's assume that you always use the same signature block when you close a letter--the complimentary closing, sincerely; five returns; your name; your title.

Example: Sincerely,

Lanita J. Chapman
Instructor

It would be much faster to use two keystrokes for this closing.

DO Press the MACRO DEF Key <Control> + <F10>. Look at the prompt line: Define Macro:

READ WordPerfect is asking you to name the macro. We will use <Alt> + C.

DO Hold down the <Alt> Key while pressing the C Key. You may use either upper or lower case letters.

Look at the prompt line: Macro Def is blinking.

READ WordPerfect wants you to perform the keystrokes you wish stored in this macro.

DO Type: Sincerely, (return 5 times)

(Your name)
(Your title) (return twice)

READ Press the MACRO DEF Key <Control> + <F10> again to turn the macro off. Now, anytime you press <Alt> + C your complimentary closing will appear on the screen.

The MACRO Key <Alt> + <F10> is used if you wish to use two to eight characters instead of <Alt> + (a letter) to name the macro. Press the MACRO Key and respond to the prompt with the name of your macro and press ENTER. The keystrokes recorded in the macro will appear on the screen.

Macros can be used to store almost any type of keystrokes. You could define a macro to record the keystrokes needed to print a document--perhaps <Alt> + P.

Even though the use of single-spacing in extremely long documents is becoming more and more popular, some report writers still prefer double-spacing. If double-spacing is used, the need for a triple space before a side heading creates a problem because it is so time consuming. This is a place where building a macro to perform this function would be very beneficial.

If you find yourself doing the same keystrokes over and over, build a macro to perform those repetitive tasks. Remember you have various ways to store or not store the macro you have created.

Refer to the WordPerfect 4.2 manual for additional information on creating and using macros.

REVIEW - WordPerfect 4.2 LAP 11

1. Q - What is a macro?

   A - A macro is a command used to combine keystrokes.

2. Q - When a permanent macro is created, what extension is placed on the file name?

   A - WordPerfect puts the extension .MAC at the end of a macro name. The permanent macros will be list with other documents when the LIST FILES feature is used.

3. Q - WordPerfect offers two macro features, what are they?

   A - 1. Permanent macros which are stored to you disk for use at any time.

   2. Temporary macros which are stored in the computer's RAM memory and erased when the software is exited.

4. Q - How are permanent macros named?

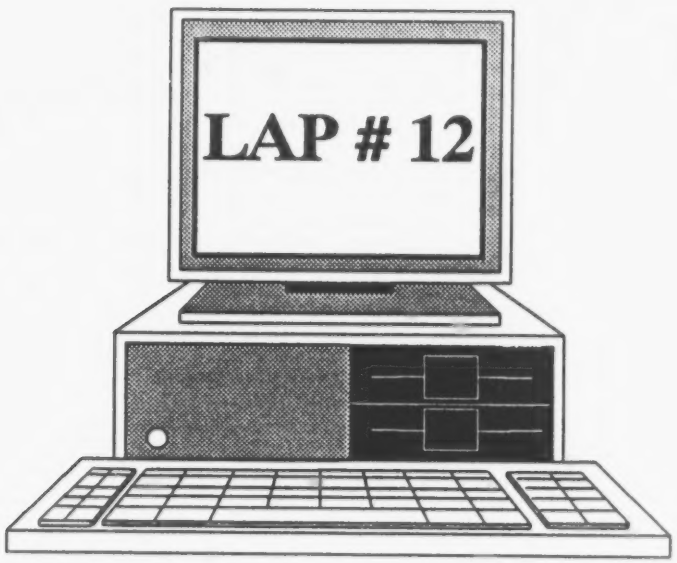
   A - To name a permanent macro:

   1. Press the <Alt> + a letter.
   2. Enter a two- to eight-character name.

5. Q - How are temporary macros named?

   A - To name a temporary macro:

   1. Enter a single character.
   2. Press the ENTER Key.


LAP # 12

This LAP will cover the following features:

- Creating Letters from Standard paragraphs.

READ We will perform the least automated feature of assembling standardized paragraphs. However, there is a great deal of time saved with this method when there are only a few letters to be created.

I have visited with several legal offices that use this feature, and they all feel this is the most efficient. The paragraph assembly can be performed through the merge function and we will do this later.

We will create paragraphs and store them as separate documents.

Make sure you are ready to start a new document; you are on a clear screen.

DO Type the following paragraphs. **STORE AS DIRECTED.**

(Paragraph 1)

Thank you for your letter of (select date - next Wednesday). It is a pleasure to send you additional information about our electronic calculators.

Exit and store as Par.1

(Paragraph 2)

The enclosed brochure and price list will hopefully answer the majority of your questions about our models. One of our sales representatives will contact you for an appointment.

Exit and store as Par.2

(Paragraph 3)

Your letter of (select date - last Tuesday) requesting information about electronic fan machines was greatly

appreciated. This is an area of automated office equipment we are currently exploring. There are several new vendors, a list of these is enclosed, on the market; however, we are not offering these items with our line of equipment at the present time.

Exit and store as Par.3

(Paragraph 4)

Enclosed is our current catalog and price list. As you will see, we offer a wide selection of nationally advertised electronic office equipment. In addition to the vendor's warranty, we can supply an additional extended warranty on parts and service for a small charge.

Exit and store as Par.4

(Paragraph 5)

Thank you for your interest in our company. If we can be of further assistance, please call our toll-free number, 1-800-555-1216, anytime Monday through Friday, 8 a.m. to 6 p.m. Central Standard Time.

Exit and store as Par.5

(Paragraph 6)

Sincerely yours,

ABC OFFICE EQUIPMENT (ALL CAPS)

Gail Hewitt
Marketing Representative

Exit and store as Par.6

We will be creating the following letters:

1. Mrs. Janet Daniel
   640 East Willow Circle
   Jackson, MS 39208

   Use Par.1
   Par.2
   Par.5
   Par.6

2. Mr. Robert Jones
   2016 Parkview
   Albuquerque, NM 87112

   Use Par.3
   Par.4
   Par.5
   Par.6

READ Make sure you are ready to start a new document

DO Press the DATE Key

Return 5 times

Type the address for Letter 1 and return twice.

Type the salutation for Letter 1 and return twice.

Press the RETRIEVE Key (Hint: <Shift> + <F10>)

Recall the first paragraph for this letter--par.1. (NOTE: Once the paragraph is in your text to quickly get to the end press HOME, HOME, or the PgDn key.)

Continue with this procedure until you have retrieved all paragraphs. You will use your initials as the reference. (Hint: this letter needs an enclosure notation.)

When you have completed the letter, print one copy then exit and store as Daniel.ltr

Make sure you have told the system to store to the a: drive.

Continue the same procedure for the second letter; Store as Jones.ltr

Print one copy of both letters. Turn in your letters with your name and LAP 12 on the first letter.

REVIEW - WordPerfect 4.2 LAP 12

1. Q - When creating standardized paragraphs to use in assembling documents, how are the paragraphs stored?

   A - Each paragraph is stored individually when creating paragraphs for document assembly.

2. Q - What is a reference copy of standardized paragraphs?

   A - In order to remember the paragraph names, retrieve all of the paragraphs into one document with the name of each paragraph preceding the paragraph.

3. Q - How are standardized paragraphs added to a document?

   A - Whenever you create a document that will include standardized paragraphs, use the RETRIEVE Key to add the necessary paragraphs.

4. Q - When a paragraph is retrieved the cursor remains at the beginning of the paragraph. How do you get to the end of the paragraph?

   A - There are several options available for moving the cursor to the end of a document. The fastest options are:

   1. HOME, HOME,
   2. PgDn Key

5. Q - Once the standardized paragraphs are assembled, how do you store this newly created document?

   A - To store any document, press the EXIT Key and respond to the prompts. Remember to use a different name each time you store a new document. If you enter a name that already exists, the system will ask if you want to replace the document.

LAP#15

This LAP will cover the following features:

- Basic Merge*

*A form letter with a short mailing list.

We will use the default margins.

The first thing we have to do is create our form letter, which will also be our **primary** file. Next, we have to create the mailing list, which will be our **secondary** file. Follow the procedures listed below, remember to always look at the FUNCTION key and prompt line when inserting commands into your document.

DO Make sure you are on a clean page (screen).

Press MERGE CODES Key <ALT> + <F9>. The system will ask you to choose the type of merge code. Since a letter always starts out with the date we will choose D (the Date) by pressing D.

Return four times.

READ The next area will be the inside address. We are doing a simple merge; therefore, we will put all the necessary information for the inside address in one field.

DO Press the MERGE CODES Key <ALT> + <F9> and type F. The system will ask for a number; type 1 and press ENTER.

^F1^ will appear on the screen; indicating field one.

Return twice and type Dear (remember to put a space after Dear).

The next area will be the salutation.

Press the MERGE CODES Key <ALT> + <F9> and type F. When asked for a number, type 2 and press ENTER.

^F2^ will appear on the screen; indicating field two.

Type a colon (:) and return twice.

Type the following paragraphs and closing. Store the form letter as wpform.ltr.

You will be pleased to hear that the company has accepted your request to participate in the Management Development program. The company has agreed to grant you release time from work and to pay the registration fee of $750.

The program will begin March 11 and end March 15. After the program is completed, Mr. Johnson will want to see a report evaluating this workshop.

The company is very pleased with your interest to participate in the Management Development program. It is our hope that programs such as these will increase productivity and be an enjoyable learning experience for those who attend.

Sincerely,

D. L. Banks
Vice President

(xxx)

(Remember to EXIT and STORE this letter as wpform.ltr)

READ Next we will create the secondary file. As stated earlier, this is a simple merge, but very efficient. We will use two more merge codes.

1. The ^R code to end a field.
2. The ^E code to end a record.

Make sure you are on a clean screen.

DO Type the following address. DO NOT return after the ZIP CODE.

Mr. C. L. Johnston
321 South Federal Avenue
Houston, TX 77113

After the ZIP CODE, press the MERGE R Key <F9> which ends the field. The end of field code creates a return.

Type Mr. Johnston (the salutation) and press the MERGE E Key <Shift> + <F9> which ends the record and creates a return.

Use the following addresses and salutation putting ^R after the fields and ^E after each record.

Ms. Nancy Parker
1614 Circle Drive
Dallas, TX 75204

Mr. Robert Hinckle
400 Spruce Street
Denver, CO 80405

EXIT and STORE this mailing list of addresses and salutations as wpmail.lst.

READ We have created the primary file--the form letter--and the secondary file--the mailing list of addresses and salutations. Next, we will put these together (merge) and print one copy of each letter.

When using the simple merge, WordPerfect 4.2 first merges the primary file and secondary files to the screen. Each letter is put on a separate page. You must then tell the system to print the document.

When the printing is complete, you can store the merged letters or tell the system to not save the letters. If you do feel that it is necessary to keep the letters on the disk, you **must** give the letters a different document name. However, because you have the **form letter** and the **mailing list** on the disk, it is usually not necessary to also store the merged documents.

We will use the MERGE/SORT Key <Control> + <F9> to combine our primary file and our secondary files. WordPerfect does have the capability to sort secondary files; however, this is a much longer merge function. Consult the WordPerfect Manual for additional merge features.

DO Press the MERGE/SORT Key <Control> + <F9>. Look at the prompt line.

Choose 1 Merge. The prompt line will ask for the name of the primary file. Type: wpform.ltr

Press ENTER.

The prompt line will ask for the name of the secondary file. Type: wpmail.lst

Press ENTER.

Look at the prompt line. You will see *Merging*. Your three letters will appear on the screen with the cursor after the last letter. Remember each letter will be on a separate page.

Go to the beginning of the three letters: HOME, HOME,

Print one copy of each letter to turn in. Put your name and LAP 13 on the first letter.

EXIT this document and DO NOT save the three letters.

READ As stated earlier WordPerfect 4.2 will perform sorting functions. However, some word processing operators feel that unless you have many letters to create and will be using the same mailing list on many occasions the basic merge feature is the fastest. It does take time to build a mailing list that will use the sort feature. There is an excellent book Advanced WordPerfect Features and Techniques Second Edition by Eric Alderman and Lawrence J. Magid published by Osborne McGraw-Hill that will guide you through this procedure. The sort feature is not difficult but time consuming at first. However, once your mailing list is created, you will save a considerable amount of time using this feature.

REVIEW - WordPerfect 4.2 LAP 13

1. Q - What is a merge function?

   A - Merging is combining two files (documents) into one file (document).

2. Q - To merge files, what types of files are needed?

   A - To merge, one file must be a primary file and the other must be a secondary file.

3. Q - What is a field?

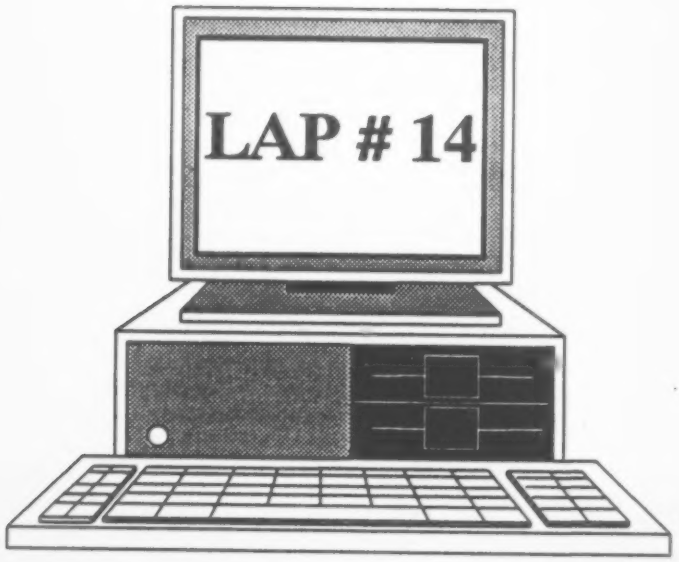
   A - A filed is the variable information that is added to a standard form--letter, report, etc.

4. Q - What is a record?

   A - A record is all of the variable fields to be added to the standardized form.

5. Q - After the simple merge is completed, hov do they appear on the screen?

   A - When WordPerfect completes a merge to the screen, the merged text is placed on separate pages in a single document.


LAP # 14

This LAP is a review of the features that were covered in previous LAPS.

You will not be given any help with the function keys. You may refer to any of the previous LAPS for assistance.

The exercises to be completed in this LAP are in the Word Processing Applications/Basic to Advanced book by Naomi Platt and Goodwin Gilson published by Gregg McGraw-Hill. Complete the following jobs. Print one copy of each job to turn in. Put your name and corresponding job number on the copy. Check off the jobs as you complete them.

When naming the documents, xxx represents your initials.

Do the following jobs:

1. Job 15, page 15 _____
2. Job 16, page 16 _____
3. Job 23, page 23 _____
4. Job 25, page 25 _____
5. Job 37, page 37 _____
6. Job 44, page 44 _____
7. Job 63, page 63 _____
8. Job 65, pages 65 & 66 _____
   (do not do the envelope)
9. Job 66, pages 67 & 68 _____
   (do not do the envelope)
10. Job 74, page 78 _____
11. Job 74 (revision), page 79 _____
12. Job 76, pages 82 to 84 _____
13. Job 91, pages 103 & 104 _____
14. Job 152, pages 181 to 185 _____
15. Job 153, pages 186 to 190 _____

REFERENCES

The following is a list of suggested resources for WordPerfect 4.2.

WordPerfect Secrets, Solutions, Shortcuts by Mella Mincberg. This book is published by Osborne McGraw-Hill.

WordPerfect The Complete Reference. A Comprehensive Desktop Resource by Karen L. Acerson. This book is published by Osborne McGraw-Hill.

Advanced WordPerfect Features and Techniques by Eric Alderman and Lawrence J. Magid. This book is published by Osborne McGraw-Hill.

WordPerfect Lessons--A Classroom Workbook published by WordPerfect Corporation.

WordPerfect Word Processing Software Manual SSI Software.